

## Director's Report

### January 1999

**Capital Projects Fund:** I hope you have had a chance to talk to County Council members about our proposed Capital Projects Fund. I know Roger talked to Al Hurley and planned to talk to Paul DeVries and Don Tillema. Jim said he would speak with Ron McIlwain, but I do not know if he has done so.

The legal advertisement announcing our intention to establish a Capital Projects Fund will appear in local newspapers for the second week this Thursday. Our intention was to talk to council members before they saw the advertisement.

At our board meeting, you will need to conduct a *public hearing* during which time you invite anyone present to voice their concerns about the establishment of this fund. You may, if you wish, establish a time limit for this discussion, dividing the time among those present. Later in the meeting, the board will discuss the opinions (if any) expressed at the hearing and vote whether to adopt the plan and send it to the County Council for another public hearing and Council approval.

**Finances:** Wheatfield Cash Change Fund presently allows \$20 to remain in their cash drawer to make change for fine payments, etc. The other libraries have \$30 in their cash change funds. We would like to increase Wheatfield's Cash Change Fund to \$30. I am placing this item in the Consent Agenda list of board approvals. Unless you decide to remove it from there for discussion, when you approve the Consent Agenda items, you will be approving the transfer of \$10 from the Library Operating Fund to the Wheatfield Cash Change Fund.

Because we now are using the Windows version of the AVC financial accounting system, reports are in a new format. During the board meeting, Gail will run us through them so we better understand how to read them.

**Building Problems:** Bob Jackson of Precision Controls will be at the meeting to review the past history of DeMotte and Rensselaer's heating and air conditioning problems, present situation and prognosis for the future. To give you a little background as painlessly as possible, I am going to try to do a brief synopsis. For those of you who would like more background, I have put a more detailed record of problems in notebooks available for you *on request*.

**Building Insurance:** I have renewed our building insurance with Utica National, through local agents M.W. Insurance, for a three year period, with annual premiums to be approximately \$1,000 less than at present.



**Staff Development:** Peggy Woods, Technical Services Specialist, has asked to attend a one day seminar on Stress Management for Women, offered in Lafayette by the Institute for Professional Businesswomen at a cost of \$79. I would like permission to send her to this workshop.

Twelve staff attended a mini-workshop given by Wheatfield Librarian Diana Kooy on searching the INSPIRE databases.

**Staff Development Day:** An outside speaker will present an all-day workshop on The Art of Patron Service. This workshop was presented to the Porter County Public Library; staff were extremely pleased with it. INCOLSA has hired the speaker to present it in INCOLSA workshops across the state. However, we are not allowed to send more than 5 employees (at \$40 per employee). We feel that all staff need this workshop. At \$500 plus one night's lodging and the cost of the training manual, we are providing this program to all staff at less than the INCOLSA cost. And we eliminate the transportation costs.

**Library marketing activities:** Staff from DeMotte and Rensselaer manned a JCPL booth at Community Day held at St. Joseph's College, Saturday, January 23. They displayed CD-ROMs, informational videos, business reference books, and audio books and handed out brochures, bookmarks, INSPIRE items, and magnets to the 140 people who stopped at the booth. The radio station had a contest to give away our READ mug. They asked people to name three things other than books that you can check out at the library. We are happy to announce that Anne-Marie's daughter Anne Cecile Thorndyke won the mug. Her comment was "Oh goody, now I can be just like my mom!"

**Technology:** We received funding from USF (Universal Service Fund) for all telecommunications discounts for which we applied. We are at the 53% discount level for USF. This means USF will pay 53% of our bills for long distance and local phone service and datalines. This will amount to about \$12,000 in savings.

USF funding (\$20,000) was also approved to change our present 56k lines between Rensselaer and the branches to a more powerful T-1 line. However, we declined to accept funding for that. We would have had to spend almost twice per month what we pay now for our 56K lines (\$787 per month at present). In the time since we first applied for the funds, we discovered that a T-1 line would still not be sufficient to accomplish some of the purposes for which we wanted it. Therefore, the benefits would be too small to justify doubling the cost (to us) of the 56K.

We also applied for funding for "internal connections" which includes wiring for additional Internet workstations, a hub, a switch & other equipment which would make our network more efficient. USF ran out of funds for internal connections at the 61% level. This means that no one who qualifies for less than a 61% discount will receive



funding for internal connections. (Discounts depend on the number of children in our service area receiving free or discounted school lunches. This indicates the affluence of the service area.)

We have applied for funding for both telecommunications and internal connections for the next funding year. Hopefully, the major projects for poorer communities will be funded this year and there will be more funds for more advantaged communities by then.

**Snow emergencies:** The library was closed Saturday, January 2, and Monday, January 4, due to the weather. We closed at 2 PM on Jan. 6, at 4:30 PM on Jan 18 and 4 PM on January 19. All closings were to allow staff to return home safely, preferably before dark. On Tuesday, January 5, we opened the libraries at the normal hour, regardless of the fact that the county snow emergency was still in effect. I did this because I knew the courthouse was opening at 10 AM and we had enough staff who had only town roads and state highways to travel. I learned later that a county snow emergency includes *all* roads in the county, not just county roads. In the future, I will not open the libraries during a snow emergency. You will notice that our circulation statistics suffered drastically as a result of the poor road conditions and closed days. We were open 3 days less than January last year.

Several patrons slipped and fell on icy Rensselaer and Wheatfield library walks during the sleet that occurred Tuesday January 5. Only one turned in a reimbursement request for a doctor's visit. At Rensselaer, staff did not realize an icing problem existed and salted immediately after the report of the fall. At Wheatfield, staff had salted three times already but could not keep up with the sleet. Falls occurred on the sloped handicapped access walk at both libraries.

**DeMotte:** We have had no more below zero weather since Precision made adjustments after the January 5th cold at the library. The weather does not cooperate in helping us determine when changes have solved a problem.

Because the DeMotte Elementary School has had problems with bacteria in their water supply, Leanne had the library's water checked. It is fine.

Noting a definite decrease in circulation last year, DeMotte staff are making plans to turn these statistics around. These include marketing the library with a table at the school during kindergarten registration, setting up a booth at the DeMotte Arts and Crafts Festival, and setting up a table at Tysen's Grocery with information and sample materials.

Staff also plan to display pertinent library materials at various library programs, create an eye catching Walking Books brochure, provide Walking Books and book talks to Oak Grove Retirement Village residents and start a book discussion group at the library this spring.



Rensselaer: The water heater in the electrical room was replaced .

A winter reading program for adults and young adults entitled "There's SNOW Better Time To Read" will start February 1. Staff have solicited prizes from area businesses as incentives to encourage reading. Prizes will be awarded in drawings on March 13.

Rensselaer staff have formulated an exciting programming schedule for 1999. Highlights include a Tax Question and Answer program by H & R Block, a repeat of Ken Murray's Bluebirds program which drew a standing room only crowd last year, a program on "How To Throw Away Your Ad Dollar", sign language classes, a two part series on financing college, a program on Backyard Wildlife, Christmas Festival of Music and a series of programs on Internet searching, including genealogy, job hunting, and business resources. Children's programs include several after-school programs, storytimes, toddler times, and a series of summer reading programs.

Wheatfield: Visits from a patron with apparent mental problems were followed closely by the Town Marshal who had received other complaints about the person. We were finally forced to ban the patron from the library until such time as he is able to "prove to the library board that his behavior has changed". He appeared at the library door (before opening hour) shortly after receiving our certified letter, but had disappeared by the time the Town Marshal appeared in answer to a call from staff. Hopefully, the town marshal was able to find him and confirm that he was simply confused and had no intent to harm or threaten library staff.

The town's email account is up and running and is being used. The library's one Internet workstation is receiving extensive use. It is obvious that a second workstation is needed. When we purchase the new cd-rom/online workstations in the next month or two, one of the old machines will be relocated to become an Internet workstation.

Sandi Hesterman, Library Assistant, is taking a 6 week leave of absence during which she will decide whether she wishes to return to the library or become a full-time pastor's wife.

Wheatfield continues to have problems with musty odors in the kitchen wall (west wall of library) and wet carpet in one spot in the meeting room. These problems have never been diagnosed. We need to give them our attention.

Director's Activities:

This month I completed and filed our Annual Report with the state. You will each receive a copy of that report to refer to when needed. I have attended an ISLAC (Indiana State Library Advisory Council Meeting) and an ISLAC Continuing Education Committee meeting. I am chair of that committee. I attended an INCOLSA Member Advisory Council (MAC) meeting by videoconference from Merrillville, and a northwest Indiana Director's Meeting at Chesterton. I worked at Wheatfield one afternoon and plan to do so each month.



Roger and I attended a NILBA dinner at Michigan City. He may want to fill you in on this meeting.

I met with the Policy Committee. The minutes of that meeting are included in your packet.

We included funds in our 1999 budget for a Library Assistant Floater (now called a Multi-Departmental Assistant) to work 20 hours per week as a substitute employee in all of our branches. Our librarians met to develop a job description and scheduling procedure for this person. We advertised internally and received only one application. Because this person does not fully meet all our requirements, we decided to advertise in the local newspapers before making a hiring decision.

*Please* contact me if you are unable to attend the February board meeting or if you have any questions about material in your packet.

Lynn



## **Director's Report**

### **February 1999**

**Policies for Review:** The Fax and Staff Complaint Policies have been reviewed by the Policy Committee. Only one change is proposed. In the Staff Complaint Policy, in the interests of fairness, when a supervisor makes a written complaint about the director, the third person invited to meet with them as a committee to resolve the issue will be a person agreed upon by both the supervisor and director. The Policy Committee discussed whether it is fair for the director to make the final decision on such issues. They decided that unless the issue meets one of the criteria listed in Section 2 of the policy (R 10), the director's decision should be final.

**Workshop Approval:** We would like approval to send Patty Stringfellow, Volunteer Coordinator, Rensselaer, to the Northwest Volunteer Conference on April 29 at Valparaiso University. The conference will cover legal/liability issues in volunteering, event planning, conflict management and other topics. Cost: \$45.

**Capital Projects Fund:** The County Council will hold their public hearing on our Capital Projects Fund on *Tuesday, March 16 at 6:45 pm* in the Commissioners' Room of the Courthouse. It is important that board members attend, if possible, to show support for our funding request. I have also sent letters to Wheatfield Building Task Force members and to focus group attendees to update them on the result of their input and their recommendations. I also encouraged them to attend the County Council meeting.

**DeMotte Sidewalk Project:** The Town of DeMotte was, predictably, unhappy with the board decision not to allow construction of a sidewalk across the south end of the library's property. Their counter proposal is very unattractive (to us) and expensive for them. This proposal would run the bike/pedestrian walkway along the library's north sidewalk, then in front of the library (on the west). To do this, they would cut out our small parking lot on the upper level on the west, cut our curbs, take down a tree or two and build the sidewalk along the west edge of our property. They indicate that the curb and trees are actually on town right-of-way.

Jim and I have suggested an alternative. The sidewalk would be constructed along the south side of our property with a couple jogs in it, low shrubs planted to keep people on the path, and signs at both the east and west ends of the walk prohibiting bicycles or skateboards. A sign at the east end of the sidewalk (in the school/library parking lot) would redirect bikes south to 10th street. Riding along in front of the row of houses to our south, they would pick up the sidewalk at 10th and Birch. The town councilman in charge of the project is not happy with that proposal, but compromise still seems



possible. I have talked to Kent Mahnesmith, our attorney, and asked that he talk with town attorney, Earl Walton. If it seems appropriate, I may ask Kent to attend our board meeting.

Library Statistics: Our 1998 circulation was up only .4% over last year. In library *use* statistics, we were down 8.4% in the number of staff hours spent. Obviously we are not happy with this. At our last Management Meeting we discussed the reasons for these figures, and measures we could take to improve them.

Staff noted that

- ♦ schools are improving their libraries. This year, the legislature distributed extra funds to schools for purchasing books. School library use has increased as a result.
- ♦ more patrons have computers at home. At DeMotte and Rensselaer, staff cannot offer enough Internet training to satisfy the demand.
- ♦ Patrons tend to come in the library and go directly to Internet workstations to satisfy their information needs. In doing so, they bypass staff who could help them find what they want more quickly than they can on their own, and they bypass in-house library materials with authoritative information which they need.
- ♦ Circulation is *up* at all our libraries in the areas of adult fiction, children's easy reader fiction, and children's paperback fiction. Circulation is *down* at all libraries in the following areas: biography, magazines, CD's, free reads and interlibrary loan. Schools seem to be assigning fewer book reports on biographies. Our collections may be improving to the point that fewer interlibrary loans are needed, or more information may be available on the Internet. Internet use has increased consistently and impressively every month since we offered it to the public.

What can we do about all this? First, we must realize that the library exists to provide recreation and information. We *may* be doing this very well *without* circulating high numbers of materials.

For starters, we plan to:

- ♦ start a book discussion group at DeMotte (first session is in March).
- ♦ submit newspaper articles about our various *services*, in addition to the ones about new books.
- ♦ concentrate on improving our patron service to insure that patron needs are being met (our Staff Development Day workshop focuses on this)
- ♦ include questions on our long range planning surveys to determine whether we are truly meeting the needs of our community and how we can improve
- ♦ add a line to our Circulation Statistics to count the *number of articles copied from the Internet and cd rom/online workstations* to our laser printers. We feel patrons are finding magazine articles they need *online* and are leaving the library with the



articles, not our magazines. This, will provide a more accurate gauge of library use.

- ♦ add a line to our Use Statistics to count the number of pages of reference materials faxed from one of our branches to another in answer to a patron's request.
- ♦ Continue the subject-oriented book displays which are changed monthly in each library (Newest one at Wheatfield: "Did You Enjoy the Movie? Now You Can Read the Book.")

**Finances:** Our Library Improvement and Reserve Fund Business Market Index Account with Bank One is earning an average 4.5% interest. We don't know whether these rates will change after Lafayette Bank & Trust takes over. Our repurchase account (sweep account) at People's State Bank earns 4.36% at present. Our current CD is earning 4.86% at Pinnacle Bank.

La-Porter Federal Credit Union invited us to offer credit union membership to our employees. The library would incur no cost. If employees elected to make payments to the credit union by payroll deduction, we would need to write a check at payroll time. Because the credit union is located in the DeMotte-Wheatfield area, it would probably be more appealing to staff living or working in the north end of the county.

Before we ask staff if they would be interested, I wanted to find out if the Board is amenable to offering this benefit. The benefit would be available to employees, board members and library volunteers. What do you think?

In January we canceled our Acordia Public Officials Insurance Policy (\$2907, July 98-June99) after you approved switching to the ILF insurance (\$1259, Jan.-Dec. 1999). We received a refund of \$1139 from Acordia for the unused portion of the policy year.

**1999 Budget/Finance Workshops:** Gail and I plan to attend the all-day Budget workshop on Tuesday, May 18, at the Lake County Public Library in Merrillville. It is a two way interactive video conference covering the budget procedure, bookkeeping, library finance, federal and state legislative action, financial/budgetary changes. If any board members wish to attend, please let me know at the board meeting.

**Board development:** The differing roles of board and director is an area that was suggested as a board development topic. As a jumping off point for a short discussion on this point, I have included an exercise which Dan Cain includes in his board workshops (R 15). If you could take a few minutes to look over the list and note which issues you think should be decided by the board and which by the director, we can discuss answers at the board meeting.

I included in this packet an interesting article entitled "Taking Charge of Micromanagers" which looks at this problem from a unique viewpoint (R 17). I have also included an editorial concerning the Gary Public Library which you may find interesting. (R 19)

**Overdue letters:** At a recent Policy Committee meeting, a concern was voiced about our letter sent to persons with long overdue materials. The letter seemed to stress criminal



charges the library might file to retrieve long overdue materials. In actuality, you have chosen, instead, to use a collection agency to encourage borrowers to return materials.

Further, the person who has lost a \$1.00 pamphlet gets the same letter as the person who has lost ten books worth \$190. This is an automated function of our Galaxy system and we cannot send different letters to different people.

Therefore, I have revised the letter to de-emphasize the legal penalties and emphasize the need for patrons to get the materials back or pay for them. See R 13.

**Staff Development:** Wheatfield and Rensselaer have been dealing with short staffs this month. At Wheatfield, clerk Linda Thompson, page Nanette Speacht and Rensselaer library assistant Kris Mays have put in extra hours to compensate during Sandi Hesterman's six-week leave of absence. Diana feels "fortunate to have such competent people to take over some of the regular services. They are doing a great job with everything and are so professional."

At Rensselaer, Sharon was absent for a month after foot surgery, and other staff were absent for illness and/or scheduled vacations. Sharon has now returned, although illness still plagues the staff, and all hope for an easier month ahead.

Kathryn Weed, our new Multi-Department Assistant, was hired and trained during the last week of February. She will work 20 hours per week, at all three libraries. She has a regular schedule which can be changed at any time if an emergency arises. We were very lucky to be able to fill this position with a person with a Master's in Library Science degree, which will simplify training. Kathryn catches on quickly and we are very happy to have her on board. It will be a challenge for her to master all the idiosyncrasies of the three libraries. I have included her job description (R8) since this is a newly created position.

Staff attended Michelle's mini-workshop on Listservs (electronic mailing lists. They also attended the branch librarians' counterparts, automation counterparts and directors' meetings this month.

**Library marketing activities:** DeMotte staff set up a booth at DeMotte Elementary School during kindergarten registration. Staff provided mothers with information about the library and displayed a selection of books and materials to help parents prepare their children for the transition into kindergarten.

Later in the month, 57 parents and 22 children came to an Open House at the DeMotte library during which licensed day cares and preschools showcased their programs for parents of young children.

**Technology:** In DeMotte and Rensselaer, the CD-ROM and online databases were loaded onto the Internet workstations in the hopes that Internet users would take advantage of the more reliable, authoritative databases there.



At Wheatfield, cabling for three new Internet locations, including the meeting room, was installed. By the end of the year, all meeting rooms will have cabling to make it possible to take a computer into the room for Internet access during programs or training.

Stephanie Filson and Sheila Maxwell updated all pcs (personal computers) at DeMotte and Wheatfield so that they are Y2K compatible.

We plan to purchase 8 computers this year for use as CD-ROM/online database workstations; however, we do not presently have the funds to do this. We will purchase Gateway computers this year, when funds are available, as they offer a better price and will ship parts to Sheila for repairs when needed. Compaq, from whom we purchased in the past, will only ship parts to their licensed dealers who then charge us to make repairs that Sheila could otherwise make herself.

DeMotte: Repiping between the air handler and the compressors is under way. Later this spring, corroding panels on the boiler itself will need to be replaced. This will be done after the heating season is over, since the boiler will have to be drained in order to complete the process.

Rensselaer: The applications from prospective volunteers continue to come in, faster than Patty can process them, interview and train applicants. We are hoping to find a volunteer with computer expertise to help us with Internet training. We have a large backlog of persons wanting one-on-one Internet training and our staff is not able, at present, to accommodate all of these persons quickly. Patrons were much less eager, unfortunately, to sign up for scheduled Internet classes which might teach 3 persons at once.

Wheatfield: The library was closed on February 9th due to the gas leak and explosion in town. Gas was not restored to the library until 11 AM the following morning.

The Friends of the Library has begun the unique practice of including informal book reviews by members at their monthly meetings. They recently approved spending \$75 for Young Adult Summer Reading Program prizes. In April, the group will tour the Starke County and Lowell Public Libraries.

Technical Services: Five hundred thirty three titles were cataloged during this short month. A great deal of reorganization, staff training and procedure writing was accomplished. Jen is doing a wonderful job of learning the various tasks performed by her staff. She is also identifying areas where her staff needs further training and providing that instruction.

Director's Activities: I attended a workshop on new modes of distance learning, using fast T-1 lines (with "ATMs") instead of satellite. The state is targeting certain libraries that it wants to develop into "learning centers" using this technology. Our library is one. They plan to put a good bit of money into this project, but not enough to fully cover the expense of installation, equipment, training and maintenance. The consensus of library directors in this part of the state is that grant money should be spent helping libraries



upgrade present technology, rather than moving them to new cutting edge technology. I fully agree and I have indicated to the state that we are not interested in becoming a cutting edge learning center at this time. We don't have the budget to do this!

We also were offered a free \$10,000 computer workstation, complete with worktable and chair, to be used by those with physical handicaps. It would read the text of the computer screen to a blind patron through earphones, it would magnify text, etc. However, we would have to install network cabling from the computer room to the site of the workstation and this would cost us several hundred dollars. We do not have this money. I spent time working at both DeMotte and Wheatfield this month.

*Please* contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.

Lynn

Please be ready to let me know if you will be able to attend the NILBA meeting (invitation is included in packet).



## Director's Report

### March 1999

**Workshop Approval:** I would like approval for Technical Services Librarian Jen Evers to attend the Ohio Valley Group Technical Services Librarians annual conference in Cedarville, Ohio, near Springfield, on May 20 and 21. The cost will be \$90 registration plus mileage and two nights' motel reservations.

**Long Range Plan:** The proposal of the Planning Process Committee is enclosed. Does it sound workable? Do you have suggestions for changes or adjustments to the process? After you vote to approve a planning process at the April meeting, the planning process committee will develop on a timetable, obtain facilitators, draft surveys, etc. (R 19-20)

**Tax Abatement Hearing:** The County Council will hold a hearing on Tuesday, April 20 regarding the granting of tax abatement to Bos Dairy on a location in Union Township. The notice is the last page in your packet.

**Capital Projects Fund:** As you know, the County Council approved the 4-cent levy for our Capital Projects Fund. In the next step, we must advertise the project again (Thursday, April 8), notifying dissenters that they have 10 days to file a petition of dissent. If there are dissenters, the State Board of Tax Commissioners schedules a hearing "before issuing its approval or disapproval thereof." My understanding is that, in the absence of dissenters, the fund will be approved by the State Board.

**DeMotte Sidewalk Project:** The town of DeMotte has accepted our revisions to their walking path across the library grounds. They will send a statement to that effect.

**Children's programming:** All three libraries held storytimes during March. Rensselaer and Wheatfield also had toddler times (for 2 year olds) during the month.

**Finances:** We need board approval to eliminate 3 funds no longer in use: Reciprocal Borrowing Fund, Indiana Technology Grant, and State Technology Grant of 1997. Our present grant is a reimbursement grant; money will not go into a separate fund.

**Board development:** Anne-Marie attended a one-and-a-half day workshop on Long Range Planning at the PLA Symposium. Her understanding of the ALA Planning Process was instrumental in helping the Planning Process committee draft a plan for your consideration. You may want to give her a little time at the meeting, to share her experiences.



The differing roles of board and director were suggested as a board development topic. As a jumping off point for discussion, I have included an exercise which Dan Cain includes in his board workshops (R 21). Please take a few minutes to look over the list and note which issues you think should be decided by the board and which by the director. (You received this exercise last month, but we tabled it then.)

**Staff Development:** Michelle attended a workshop on Internet business sites. The instructor noted that JCPL has an excellent webpage listing business websites and that he would refer to a number of them in his workshop! She also attended a one-and-a-half day workshop on readers' advisory services at the PLA Symposium in Chicago. Reader's advisory work is that portion of the library's service that helps patrons find "a good book". If we do it well, we please a large number of patrons; however, in the past, readers' advisory training has been somewhat ignored.

Amber attended an Intermediate HTML workshop, where she learned additional techniques to create good webpages. Amber and Jackie create our children's webpages. We recently received an email from a Lake County Children's Librarian, commenting on our library's excellent children's webpage.

Sheila attended the Computers in Libraries annual conference in Arlington, Virginia. Some of the most useful sessions she attended discussed Future Technology, Database Licensing, CD/DVD Technology, Intranets, and Web Management Tools. She brought back much information on various automated systems, to help us in our decision-making.

Sandi attended a Reference Counterparts meeting which DeMotte hosted. Diane attended an all day children's workshop at Peru.

At a Wheatfield staff meeting, staff studied online and CD ROM databases available at Wheatfield for the public, to learn how and in what situations to use them.

Diana learned a lot at the workshop on building libraries at the PLA Symposium.

**Library marketing activities:** Diana wrote an excellent news article on INSPIRE. We have decided to submit about 10 articles this year to market particular library services.

**Technology:** We have decided to try a new technology consulting firm this year. NICCL is a consortium of libraries in north central Indiana. They banded together a year ago to contract as a group with Xcel for technical support of their computer systems. They have been very pleased with the quality of service received.

By joining the NICCL consortium, we can obtain technical support from Xcel at a cost of \$35 per hour. We purchased a block of hours from ThinkTank last year for \$90 per hour. The cost this year will be \$118 per hour.



Think Tank charges for travel time. Xcel does not charge for travel, if we contract for a specific number of hours per month. We will contract for 6 hours per month this year.

Because we still have Think Tank hours for which we have already paid, we will be in a position to evaluate Xcel's level of expertise, and still fall back on Think Tank for service that Xcel has trouble providing. Sheila has attended a NICCL meeting and talked to Xcel representatives. They appear to have staff with the training and expertise necessary to handle our needs, although our computer network is more than in the other libraries in the consortium. Xcel wants to expand its service area and plans to hire additional staff if its library clientele grows. We think it is worthwhile to join the consortium for a year to discover if Xcel can meet our needs. I would like your approval to contract for service with NICCL.

This month Sheila spent much time obtaining contracts and filing the application forms for the next round of Universal Service Fund discounts. She also worked with Think Tank to do some of the necessary Y2K upgrading.

Michelle and Sheila attended a demonstration of the new Gaylord library automation system, Polaris. We will look at a number of other library automation systems before deciding whether we need to "migrate" from Galaxy.

DeMotte: Repiping between the air handler and the compressors is now completed.

DeMotte held its first book discussion this month, led by Cookie Kopanda and Renee Carr.

In an effort to better market the library's materials and services, a wide variety of materials and services available is showcased in the lobby display case. Signs on the front door and all terminals encouraged patrons to ask staff for assistance. A table display of books on various themes is changed monthly and generates considerable interest.

The Friends of the DeMotte Library sponsored a book sale this month. They also purchased a pamphlet rack for the library.

Leanne is talking with representatives from the Friends and the DeMotte Historical Society about the feasibility of printing and selling copies of the "Settling of the Grand Marsh of the Kankakee River: Oral History Interviews". The group is investigating pricing, grants and other sources of revenue for the project.

Rensselaer: Rensselaer volunteers have logged 31 hours during the month of March. Since the program began in mid-October, they have logged 203 service hours. If we hired a clerk (\$6.25 per hour) to do these tasks, we would have paid \$1,269. When patrons have accumulated \$5.00 in fines, they are notified that they may not borrow more materials until they have paid their fines. We always have a few irate



patrons who are sure they paid their fines and "the girl who took the money" must not have credited their Galaxy account correctly. The Rensselaer Library conducted a 3-month experiment to check both *our* accuracy and *Galaxy's* accuracy. In the 3-month period, the manual recording of fines agreed exactly with the Galaxy record of fines.

Once again, we had problems with our air conditioner. Repairs have been made.

Wheatfield: To highlight National Library week, giveaways have been ordered, prize drawings will be held, information will be published in the newspaper.

Another ceiling leak in the meeting room has been discovered. We are investigating the replacement of the rubber covering on the flat portion of the library's roof. We were told last year that the rubberized roof should last one more year. The time may have come.

Technical Services: One special project this month involved the reclassification of DeMotte's nonfiction videos. Rensselaer recently interfiled nonfiction videos with books on the same subjects. They are pleased with the results. In light of Rensselaer's success and to free up space in the library workroom where videos are kept, DeMotte has decided to do the same.

The old oak shelflist catalog kept in Technical Services has been dismantled. At present, Tech Services is using the stand, one stacking section, and the top as a worktable. The other 4 stacking sections, without tops, bottoms or legs are being stored. I think there could be a market for those sections, even without tops or bottoms, for coffee tables, cassette storage, etc. Do you want us to see if we can sell them in a silent auction? The units are about 32" long and about 18" high. The alternative is to wait until another work surface can be purchased for Tech Services and sell the entire unit as one piece.

Our collection agency, Unique Management, reported this month that they are seeing results on 76% of the accounts we have sent them. They tell us that they have helped us recover \$890 worth of materials, and \$710 in fines and fees. This, of course, is in addition to the substantial increase in the number of long overdue materials returned by patrons *before* their account is sent to collections. This program is really working for us.

Director's Activities: I worked at both Wheatfield and DeMotte this month. I met with the management team for our normal monthly meeting and with the ASK committee, a committee charged with keeping our procedure manual updated and creating new procedures when needed. I also attended an INCOLSA MAC meeting (Members' Advisory Council), a County Council meeting and a planning process committee meeting and hosted the semi-annual INCOLSA Regional Meeting. I took one week's vacation.

*Please* contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.

Lynn



## Director's Report April 1999

*Reminder: Board meeting is at DeMotte Library.*

Workshop Approval: I would like approval for three managers, including myself to attend a CareerTrack workshop on dealing with employee problems. The cost is \$149 per person.

Board Policies: The Audiovisual Equipment Policy and the Videocassette Policy were reviewed by the staff and the board's policy committee. No changes are recommended.

Long Range Plan: We have hired Nancy Hartman, Brookston librarian to lead 4 focus groups, two on June 4 and two on June 5. In late May/early June we will also ask library patrons and staff to complete a written survey form. We will ask the Bombers for Academic Excellence Board, the DeMotte Junior Women's Club, the two Rotary Clubs and Chambers of Commerce boards to complete surveys. We will mail the survey to selected residents and have a booth on a Friday morning at both Tysen's stores and Pick n Save to reach nonusers with our surveys.

Staff are creating lists of community residents who should be invited to attend focus group meetings or invited to complete written surveys.

We plan to hold Planning Committee meetings in mid-August when summer vacations are over.

Capital Projects Fund: No taxpayer petitions were filed in remonstrance of our Capital Projects Fund. We expect to hear from the State Board of Tax Commissioners soon.

National Library Week: At Wheatfield, "Reading Is Out of This World" was the theme for the week. Theme bookmarks were distributed. A display case exhibited various types of items available for checkout. Visitors were invited to enter a drawing for a bird feeder (for adults), a \$10 Barnes & Noble gift certificate (for young adults) or a fishing rod set (for children). The newspaper provided an article, complete with pictures of staff.

At DeMotte, children and adults were called upon to guess the number of items in a jar, for prizes. "Libraries and Reading" was featured in a display case. Leanne advertised National Library Week activities in a local radio spot.

Children's programming: Rensselaer and DeMotte both had Toddler Times during April. All three children's departments provided storytimes for preschools or daycares



during the month. Rensselaer had two after school programs for elementary aged children. The one on kitemaking drew a crowd of 34.

One featuring a borrowed collection of American Heritage dolls drew only eight little girls, but was one of the most appreciated and enjoyable programs Jackie and Lisa feel they have offered. The dolls, which are very expensive, came from the manufacturer, complete with sets of clothing, giveaways and ideas for creative activities for groups. The girls were allowed to play with the dolls, change their clothing and make up stories regarding the dolls. A set of very popular books features these dolls.

**Finances:** We have received the Advanced Draw on our June tax distribution. Soon we will receive our spring CAGIT distribution (County Adjusted Gross Income Tax). We have operated within the monthly budget we set for ourselves (which is about 88% of our actual approved budget) thus far this year.

Because the actual cost of 1999 magazine subscriptions for the DeMotte Library was higher than estimated, we would like to transfer some funds from the DeMotte book budget to the magazine budget to cover the costs. Your approval is necessary. (R7)

Representatives of the La-Porter Federal Credit Union spoke to staff at Staff Development Day. Staff expressed interest in joining. I will send a letter to La-Porter requesting that JCPL become a chartered member.

**Board development:** The DeMotte Agency Librarian, Leanne York, and Children's Specialist, Charlotte Fagen, will provide you with their annual report on the DeMotte Library.

*Are you interested in joining the Indiana State Library listserv (email list) for trustees?* This is a forum for trustees to ask questions, make comments, keep up to date on what is going on in Indiana libraries and become more knowledgeable trustees for the sake of their libraries.

To subscribe, send an email message to:

[trustee@www.statelib.lib.in.us](mailto:trustee@www.statelib.lib.in.us)

In the subject line of the message, write:

subscribe

Leave the body of the message blank. Check the "no signature" box on your toolbar, so no signature is sent. You should receive a confirmation that you have joined within a few minutes or hours. *If you do not*, type the message again, as stated above, but write *nothing* in the subject line and write:

subscribe

in the message box. Nothing else. No signature. See if that works. (I say that because I have never subscribed to a listserv where you wrote anything in the subject box. I want to make sure they did not give faulty instructions.)



**Staff Development:** A number of staff from both Rensselaer and DeMotte attended the ILF (Indiana Library Federation) Conference. Patty Stringfellow attended a workshop on organizing volunteers. Diane Kros attended a Kankakee Valley Reading Council dinner.

The Staff Development Day went very well, with almost everyone agreeing that what they learned would prove very useful in their job.

Prompted by Wheatfield's experience, Rensselaer staff each examined one of the new Galenet online databases and reported on it at staff meeting, so all could become more familiar with these new sources of information.

**Library marketing activities:** The first DeMotte Expo was a resounding success. DeMotte Children's Specialist Charlotte Fagen was a part of the group organizing the expo. At the library's booth, 222 people signed up for the drawing. Brochures about library services and "Love my Library" book bags were given away. A large map showing the location of various homes and businesses in 1909 DeMotte was displayed on an easel and drew comment.

The marketing committee plans to advertise library services at four different events this year. They will order notepads advertising the libraries for giveaways. They are presently looking for a costume to use for a library mascot. They are busy with plans to give their booths and signage a more professional look within the next year.

We have had memorial envelopes printed for funeral homes to encourage giving to the library. I will give you a sample at the board meeting.

**Technology:** We received a state grant for \$18,343 to make upgrades to our local area network (LAN). The board must approve the contract at the board meeting. A copy is enclosed. After the grant is fully signed by library and state, we will talk to the state library about changing the specific items for which we requested the grant. We no longer wish to upgrade our Novell network from 4.11 to 5, since we have learned that Version 5 has problems. However, we would like to make other LAN upgrades using that money.

In the grant application, we requested disaster recovery software for only one of our servers. Software for all the servers would have exceeded the amount we could request. At the time we thought the Novell upgrade to Version 5 was more important. Now, we would like to get disaster recovery software for all servers. We will have to find out if the state will allow this change.

**NICCL Consortium services:** During their first monthly service call, technicians from Xcel inventories all our pcs and peripherals, while Sheila updated our asset information on each piece of equipment and labeled equipment with identifying numbers.



Web pages: The staff Web Page Committee is responsible for developing, maintaining and upgrading (before the computer age, we used the term "improving") the library's web pages. ([www.jasperco.lib.in.us](http://www.jasperco.lib.in.us)) Presently the committee is creating text-only equivalents of all our pages to increase accessibility. Not every individual connected to the Internet has the most up-to-date computer. Access to text-only pages helps people with older computers.

Internet abuse: Rensselaer received a complaint from a father whose son received a rude email message from another boy. The message was sent (10 times) from the library's computers. Since we have a policy against inappropriate language and harassment of others from our workstations, we revoked the boy's Internet privileges for one month. We sent a letter to the boy's parents notifying them of our action. A copy of the letter was sent to the complainant who appears satisfied by the action.

We also had three instances of boys accessing pornography at Rensselaer workstations. In each case, their Internet sessions were terminated. Staff will talk further about whether they should be allowed access the following day or whether they should be banned for a week or a month, etc.

At DeMotte, a teacher informed the library that a student informed her that he learned how to make a "banana bomb" on a library Internet workstation. She told him not to give this information to anyone else; he subsequently told a number of students. Since this is not illegal information to publish, we cannot prohibit anyone from accessing it. In fact, we cannot monitor textual information found on the Internet simply because it would take too much staff time and would invade privacy. Pornography is much more easily noticed.

The school planned to notify the boy's parents. We do not know if this was done, but he was back on the Internet workstation within the week. We are uncomfortable with this, but as a provider of equal access to information for all, we can do nothing more.

DeMotte: The Friends of the DeMotte Library and the DeMotte Historical Society will be selling 300 copies of a specially printed and bound book Settling of the Grand Marsh of the Kankakee River. This book contains transcripts of 18 oral interviews with early settlers of the DeMotte area. The books will be printed at Russ' Printing, and bound by Heckman Bindery, a professional bindery in North Manchester, Indiana. They will tentatively sell for \$20 per book. Businesses are being solicited to help fund the printing of the books. The Historical Society and the Friends are both contributing \$500 toward the cost. The Friends of the DeMotte Library is to receive one half of the profits from the sales.



Leanne, Michelle and I conferred with Bob Jackson, Precision Controls, when he came out with the technician during our quarterly HVAC maintenance. We asked for a list of tasks that need to be done during quarterly maintenance. They plan to tape envelopes on each piece of equipment, with checklists inside. Maintenance personnel will indicate each time they check or repair the equipment, indicating what work was done. They have assigned two specific technicians to work at our libraries, so that continuity is maintained.

We are also checking all other building equipment at all three libraries, making sure that we know what maintenance is needed when and working out a system to keep us on top of maintenance needs.

Rensselaer: Both Rensselaer and DeMotte now have heating systems which are Y2K compliant. Replacement of portions of the electronic controls systems was completed this month at a total cost of \$2500.

To make space for an expanding collection of CDs, staff moved a large, unused video cabinet from the public area of the library to the workroom and put all CDs there. They are easily accessible. The cabinet can accommodate at least 300 more CDs.

Jack has converted the oak shell which surrounded the video cabinet when it was in the public area into very attractive bookshelves which house the books-on-tape collection. It looks as if it was always meant for this purpose.

Wheatfield: Staff has wondered for some time whether shorter Saturday hours are needed. They have decided to do "people counts" on Saturdays for the next six months. This will give a good balance of summer and school times and form a reasonable basis on which to make a recommendation.

Both DeMotte and Wheatfield will be receiving 10 magazine subscriptions donated by Earl Walton for the next two years.

Technical Services: Jen is working hard on policies and procedures. The library has not had updated technical services procedures since about 1994 and they are badly needed.

Cataloging and processing is not suffering, however. This department continues to get the new materials out to the shelves in an extremely efficient, timely manner. Staff is well pleased!

In the event that we determine that we need to "migrate" (change) to a new automated library system next year, it is important to have an accurate inventory of what materials we have in our collection. We have not done a full inventory since we automated. We are starting in May. We plan to complete a full inventory in December.



Jen has invited the Indiana Galaxy Users Group to meet at the Rensselaer Library in May. She has arranged with Gaylord for a Galaxy trainer to come from New York for the day to discuss various maintenance procedures with which Galaxy libraries are concerned.

**Long Range Planning Committee members:** The board needs to determine who their 3 representatives on the long range planning committee will be. This committee will meet in several evening or Saturday sessions beginning in mid-August. We hope that we can have one board member representing each of the 3 communities which our library serves.

**Director's Activities:** My activities this month centered around Staff Development Day activities, long range planning preparation, and y2k contingency planning. A copy of the minutes of our first Y2k contingency planning meeting is attached. I also arranged for an INCOLSA workshop on weeding (selecting materials for discard) to be held at the DeMotte Library in July.

I attended a northwest Indiana directors' meeting, monthly management meeting, the quarterly ISLAC (Indiana State Library Advisory Council) meeting, a meeting of the Continuing Education committee of ISLAC, a focus group to advise I.U. School of Library Science, and an INCOLSA semiannual board meeting.

***Please*** contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.

Lynn



## Director's Report May 1999

**Board Policies:** The Sexual Harassment Policy and the Public Forum Policy were reviewed by the staff and the board's policy committee. No changes are recommended.

**Long Range Plan:** Dan Gick, Lafayette Bank & Trust vice president in Rensselaer, has agreed to facilitate our Long Range Planning Committee's meetings in August and September. He was pleased with the planning process which we reviewed together and commented that "this could be fun."

Staff surveys have been completed and tabulated. The overwhelming majority feel the library's book collection meets the needs of the community's residents. Most feel we need more books-on-tape. They believe programming for preschoolers is extremely good and, for elementary aged children, above average. Programming for young adults is a perceived weakness. This is a hard group to entice into the library.

Staff labeled staff quality, children's book collections, technical services and children's services as the greatest strengths at JCPL. Morale, communication between staff and between branches, and funding were the areas perceived as weakest.

All rated the general performance and achievements of JCPL as above average. Most also rated the administration (Library Board and management personnel) as above average. Staff is happy with the continuing education opportunities available to them.

Isolated problems were identified. We are working on the resolution of some of these.

Focus groups were held last Friday and Saturday mornings at our DeMotte and Rensselaer libraries. Notetakers (who were library staff) thought they were fascinating. I have not seen the completed reports of the Rensselaer groups, but new ideas came out of each of the DeMotte discussions. These discussions will help shed light on community thought and needs, when the Planning Committee gets to work this summer.

This week we are distributing surveys in the libraries and in the communities, seeking as much input as possible from many different persons.



**Capital Projects Fund:** Our Capital Projects Fund has been approved by the state. Our 2000 budget, which we will begin work on later this month, will include an appropriation for the CPF (now we have a new acronym!).

**Staff Changes:** I am extremely sorry to report that Michelle Bradley, Headquarters Librarian, is leaving us June 11 to take a position at the Tippecanoe County Public Library as head of the reference department. The library is only two blocks from her home.

I have hired Patty Stringfellow to replace Michelle. Patty is presently Library Assistant II at Rensselaer, in charge of the volunteer program, the satellite programs and pamphlet collection. She has worked in public libraries for a number of years. She is working on her MLS at I.U. on the Fridays Option program and will earn her MLS in December 2000.

To fill Patty's present position, we have hired Kathryn Weed. Kathryn is presently working for us as a Multi-Department Assistant, substituting at all three libraries as needed. Kathryn has her MLS, but has very little public library experience. She will become a Library Specialist I, and her tasks will be changed to incorporate more professional tasks. Patty and I are delighted that she has agreed to take this position. She will be an asset.

**Finances:** Expenses this month ran above the monthly budget we set for ourselves (which is about 88% of our actual approved budget) by about \$9,677. We hope that June's expenses will be lower so that we can reduce that overage by several thousand dollars.

We received our May installment of CAGIT and purchased a \$145,000 CD (operating and bond fund money) for 91 days and another for \$105,000 (bond fund money) for 182 days.

We have requested that JCPL become a chartered member of La-Porter Credit Union. If we are approved, do any board members wish to receive an application for membership? Let me know.

A PERF (Public Employees Retirement Fund) representative spoke to a group of our employees this month about PERF benefits, retirement procedures, beneficiaries, investing, etc. Staff felt the information was very useful.

**Board development:** Remember that the Budget Workshop with Dave Hurst will be Friday morning, June 11, from 9-12:30 at the Rensselaer Library. Please let me know if you cannot attend.

**Staff Development:** Diana, Michelle, and Leanne attended a workshop on copyright law, Internet policies and library policies in general. Michelle hosted librarians from northwest Indiana at the Branch Librarian Counterparts meeting at Rensselaer. Jen hosted Galaxy librarians from across the state at the Indiana Galaxy Users' Group Meeting. Several of our staff also attended each of those meetings.



Jen brought back a good bit of useful information from the Ohio Valley Group of Technical Services Librarians Conference held in Springfield, Ohio.

Sheila attended an Automation Counterparts meeting, a workshop for libraries receiving Indiana Technology grants, and a NICCL meeting (the consortium we joined for technical support) at which Ray Ewick, state librarian, gave some new information on technology issues.

Amber attended an INCOLSA workshop on using Excel software. Anne-Marie, Gail, Lisa and I attended the annual budget workshop. I also attended a northwest Indiana Directors' Meeting at Whiting and the Planning for Results workshop at Tipton.

**System Administration:** Sheila gave a mini-workshop on the library's Pegasus email program for Rensselaer staff this month. In June she will repeat the program at the other libraries. Sheila has been troubleshooting problems, handling paperwork involved in the Indiana Technology Grant and the USF grants, and researching products we need to purchase. She is also writing procedures for the procedure manual as needed.

**Library marketing activities:** At DeMotte, Rachael and Cookie videotaped a promo for the Books for Bucks summer reading program, for broadcast on Channel 1 at the KV Middle School.

**Building maintenance:** We are considering contracting for "pest control" service at all libraries on a semi-annual basis. This month, Lawrence Electrostatic will come to repaint Rensselaer's bathroom stalls, badly defaced with graffiti. If we get our other building problems resolved, I would like to consider replacing those stall walls with something like granite which cannot be easily marred. It cost us about \$500 every 2 years to have the stalls repainted; however, within a month of the repainting, there will be more graffiti.

All library parking lots have been sealed and will soon be striped.

**Children's programming:** At all three libraries staff have been busy preparing for the summer reading program-- Rock N Read, for grades K-5. DeMotte and Wheatfield children's staff have spoken to every class in their schools. Jackie was able to get permission to speak to all St. A and Monnett students, but still is not allowed to speak to Van Rensselaer students.

DeMotte will also have a young adult summer reading program, Books for Bucks, and an adult summer reading program, Rock N Read Bingo. A number of staff have helped with the publicity, planning and preparation.



**Technical Services:** Jen is discovering the capabilities of Galaxy's Report Writer software, following the Galaxy Users' Group workshop. We have known for years that the software could do much more than we have ever asked of it, but no one has had time to explore the possibilities. We will now be able to get reports tailored to our particular needs and we are very happy about that.

Jen has completed another segment of Technical Services procedures to be placed in the procedure manual. This is another long overdue project.

**Director's Activities:** I have spent a considerable amount of time on the long range planning project--planning focus group meetings, preparing the various surveys, mailings, tallying results, etc. Personnel matters have taken a good bit of time.

***Please*** contact me if you are unable to attend the June board meeting or if you have any questions about material in your packet.

Lynn



## Director's Report June 1999

**Board Policies:** The Public Information/Public Relations Policy was reviewed by the staff and the board's policy committee. No changes are recommended.

**Additional Appropriation:** Last month the board resolved to appropriate \$3,412 from the unappropriated operating funds to the equipment budget of the Operating Fund. The resolution was advertised, a public hearing was held, and you must now vote whether to adopt the resolution. The money will be combined with other funds to purchase the new cd-rom/online workstations we so badly need.

**Freedom of Information Issues:** David Burt, president of Filtering Facts, sent a host of libraries, including JCPL, a letter requesting copies of incident reports and other written documentation concerning patrons who accessed pornographic or sexually explicit material on public Internet terminals. I found one incident report and one paragraph in a Directors' Report concerning such incidents.

Our attorney, K. Mahnesmith advised us to comply even though the law is not clear on the subject. He noted that because of conflicting laws, a judge's ruling may be necessary; and, if s/he found against the library, we could incur lawyer and court costs. Reference to staff or patron identity was blocked out before we sent the documents requested.

In a related action, the management team decided that patrons who do not follow the library's Internet use policy will be banned from the Internet workstations for 30 days. We subsequently banned a Wheatfield boy found accessing pornographic sites.

**Long Range Planning Process:** About 560 surveys were completed by Jasper County residents. Although surveys were distributed widely, almost all respondents are library users. Results have been tabulated. I will try to prepare a summary for you before the board meeting.

I have scheduled meetings with the staff of each library to discuss their about the library.

**Workshop approval:** I would like to send Kathryn Weed to a workshop presented by the Nonprofit Resource Network of Western Indiana on how to recruit, retain, and recognize volunteers (\$35). This will be one of Kathryn's responsibilities in her new position.



I also would like to send Gail to a Personnel/Human Relations Record Compliance Workshop in Indianapolis presented by the Council on Education in Management. (\$245) Because of the workshop's cost, I have appended a description of the course outline at the back of your packet.

**Transfer of building repair funds:** In May we paid \$9600 for the repiping of the DeMotte Library's air conditioning system. We paid this out of the building repair funds in the Operating Fund. This took a serious bite out of an already almost depleted fund. I would like board permission to transfer funds so that this \$9600 is taken from the Library Improvement Reserve Fund (LIRF) instead of the Operating Fund. We presently have \$57,000 in LIRF. This fund was established to take care of major capital purchases and major building repairs.

**Author visit:** Bob Souza is attempting to arrange for a popular Indiana children's author to visit the Rensselaer and KV School districts. He would like us to host this author at one of our libraries one evening. She would do a program for adults and children, and would be able to sell and autograph her books for those attending. A portion of the proceeds from the sales would help the schools offset the high cost of the author's visit. Book sales/signing is a practice allowed in most libraries. However, since our policy states that no one can sell anything in our meeting rooms except for the benefit of the library, I feel this must be a board decision.

**Finances:** Expenses this month again ran above the monthly budget we set for ourselves. We have now spent \$18,969 more than we planned to spend by the end of June. Hopefully, our July expenses will be down.

We received our June property tax draw and purchased a \$250,000 CD (operating and bond fund money) for 90 days at 4.86% interest.

**Staff Development:** Several managers attended a workshop on techniques for helping staff improve their work performance. Sheila gave a very useful workshop for staff at DeMotte and Wheatfield on the lesser-known capabilities of our email system. Jen attended an HTML workshop. Several staff attended the board's budget workshop.

**Library Technology:** It appears that we will be reimbursed through USF (Universal Service Fund) for more of our wide area network telecommunication costs than we previously thought. Sheila has jumped the many hoops necessary to make this happen.

We also received official authority to spend \$18,343 for which we will be reimbursed through the Indiana Technology Grant. This money will be used to



- ◆ install cabling to connect six more pcs to our network
- ◆ purchase software and hardware to allow us to quickly restore our servers in the event of a hardware failure or natural disaster
- ◆ make upgrades to improve network speed
- ◆ purchase and install a firewall to protect our systems from vandalism
- ◆ purchase software to help us comply with software licensing and gather statistical data on software use

**Internet Filtering Decisions:** A bill currently in Congress concerning Internet filtering seems likely to pass in one form or another. The most probable is that schools and libraries will not be able to obtain federal funds (our USF discounts, or any LSTA grants) unless they have Internet workstations for children which are equipped with filters which do not allow children to access "inappropriate" websites.

The American Library Association is wholeheartedly against filtering. The ACLU has filed suit and won against libraries which tried to filter all their workstations. Our own policy has been to restrict Internet access for those under 18 years. Only those with written parental permission can use the workstations.

We have been told that we could hear within the next few weeks whether our 2nd year USF discounts have been approved. We will get \$12,682 in discounts. If this bill passes, we will not be able to get the money unless we have filtering in place.

Some libraries will forego the federal money in order to stand on principle against filtering. Some will forego the federal money rather than risk a possible lawsuit if the ACLU chose to sue. Some will put filtering software on computers in the children's room and, if necessary according to the law, limit children to the use of those computers. At present we have only one children's Internet workstation in each library (none yet at Wheatfield but that will come soon).

Because we don't know what form the law will take (if it is, indeed, passed), it is hard to know what to expect. The cd rom/online workstations have access to the Internet, but have signs saying they may not be used for Internet surfing. Would they also need to be filtered?

Filtering, as you know, blocks some good websites as well as the inappropriate ones. No filter made yet works perfectly.

I think the board needs to discuss NOW what you wish to do about this situation.

**Banned Books Week Display:** This is another policy issue. As you can see on the attached page, Banned Books Week is a reminder to the public not to take the freedom to read for granted. Many libraries display books that have been banned or challenged, in their own libraries or other libraries across the country. The books range from Mother Goose and the Bible to the Goosebumps



series and Tom Sawyer. In our library, we have had a complaint, for instance, that we have too many of those "disgusting Christian novels".

I think it is a good way of getting the public to think about the issue rationally when they are not in an uproar about a specific book someone is complaining about. Some librarians feel, on the other hand, that it will bring the complainers out of the woodwork if you highlight the fact that this or that book has been challenged because of bad language or a homosexual relationship in it.

Are you comfortable with our highlighting a display of banned or challenged books during Banned Books Week?

**System Administration:** Sheila has installed and updated software, handled troubleshooting problems, dealt with the never-ending paperwork involved in the USF grants and, in general, demonstrated every day how invaluable she is to the smooth operation of the library.

**Building maintenance:** At Rensselaer, the back-up air conditioning compressor has failed. It will be replaced this week. This will be its first failure. The library is still comfortably cool. We will not be without air conditioning for more than 10 minutes during the compressor replacement. Insurance should pay for all but \$500 of the cost.

All three libraries had fire alarm systems and extinguishers tested this month. DeMotte's elevator was tested and Y2K compliance was confirmed. All libraries have had parking lots sealed and striped.

Wheatfield has an air conditioning problem that may relate to a malfunctioning thermostat. They have had difficulty getting service. Diana is still trying to get quotes on the replacement of the rubber roof which covers a part of the library. Because of leaks over a period of time, there is the possibility that interior damage will also be found that must be repaired.

Wheatfield may also be replacing some shrubs that have died or will soon die.

**Children's programming:** All three summer reading clubs have been very successful this year. Jackie had nearly 1000 people (including adults) attend her programs at Rensselaer in June. That is a record for Rensselaer. Barbara Misch had such fun helping her with story times that she has volunteered to return in the fall to help her again.

Diane also had record attendance at Wheatfield's summer reading programs. More teens have joined the Young Adult reading program than previously. A teacher at Christian Haven signed up a group of young girls she teaches. One was thrilled to win the \$15 prize one week. Diane also continues to read to High Hopes Day Care classes.



Cookie and Rachael trained 16 teen volunteers at DeMotte. These youth help Charlotte with summer reading and storytimes, helped hand out our surveys, cut out craft materials, cleaned books and read book reviews.

Both Jackie and Charlotte attended a Head Start Volunteer Appreciation Luncheon because of the monthly storytimes they provide for Head Start classes.

**Technical Services:** Jen cataloged a record number of books this month. Her department managed to take June vacations and still catalog and process a total of 564 new titles (771 volumes) during the month. Jen is presently finishing up the audiovisual inventory, a project that has involved the efforts of a number of staff at each library during the past two weeks.

**Rensselaer:** Sharon Schulenberg will undergo 6 weeks of daily radiation therapy, following outpatient surgery for cancer. She plans to continue working during the therapy. Staff is taking carry-in meals to Jack Standish and his wife each Wednesday while she recovers from knee surgery.

Kathryn Weed did a marvelous job of leading the discussion at the Rensselaer Book Chat this month. The assigned discussion leader was unexpectedly hospitalized, so, with two days' notice, Kathryn took over, prepared the necessary background information and led the discussion. She will be working with Sharon on the book chat program now that Michelle has left.

Kris Mays was mentioned in the Rensselaer Republican column "Betty's Blackboard" for the wonderful library service she gave Betty recently.

**DeMotte:** The DeMotte Friends of the Library and DeMotte Historical Society have sent the Oral History book to the printer and hope to have it for sale by early July. Ninety orders have already been received.

**Wheatfield:** Both Diane and Diana have been weeding their book collections. This will be done quite regularly at Wheatfield as staff try to make room on cramped shelves for new materials.

**Director's Activities:** The Budget and the Long Range Planning Process are the main projects I have worked on. I have attended an Agency librarians meeting, an INCOLSA MAC (Member Advisory Council) meeting, a directors' counterparts meeting, a management meeting, budget committee meeting, Wheatfield staff meeting and a management workshop.

**Please** contact me if you are unable to attend the July board meeting or if you have any questions about material in your packet.

Lynn



## Director's Report July 1999

**Board Policies:** The Art Exhibit/Display Case Use Policy and the Bulletin Board Policy were reviewed by the staff and the board's policy committee. No changes are recommended.

**Public Hearing:** At the public hearing for the Year 2000 library budget, you will need to entertain comments from any persons present. If there are no comments, that fact needs to be recorded in library minutes.

**Additional Appropriation:** The \$3,412 additional appropriation you approved last month has been approved by the State Board of Tax Commissioners.

**Freedom of Information Issues:** Mary Recker, DeMotte patron, was disturbed to hear that the library does not filter Internet workstations. She listened to radio personality Dr. Laura, who stated that children could access pornography in public libraries with no restrictions. Dr. Laura also stated that libraries dispense condoms in public restrooms. Mrs. Recker questioned this also.

She appeared somewhat relieved to hear that our library does not offer such dispensers. She was also relieved that parents must give permission before children have Internet access and that we deny Internet privileges if they are abused. She still sent a note to the board to register her concern about our lack of Internet filters.

To the Board:

I am registering a request for filters on the internet to block out all porno materials. These materials are definitely harmful to our youth & will eventually bring our nation down. Please give this your sincere consideration.

Respectfully, Mary Recker 987-2442

I have not placed this matter on the board agenda, since you discussed the subject last month. If you wish to discuss it further, you certainly may. We continue to have occasional instances of persons (the latest is an adult) accessing inappropriate sites.

Incidentally, librarians have asked, on Dr. Laura's webpage, what libraries offer this service and have received no response. It is very possible that this is one of those "urban legends" that has no basis in fact but is widely believed because of Dr. Laura's huge listening audience.

**INCOLSA Board Appointment:** It is time for the board to reappoint me to the INCOLSA Board of Directors.



**Long Range Planning Process:** For the Planning Committee meeting, we will have a catered luncheon. In this way the least amount of time will be taken from the matter at hand. I am planning to set it up so the group can eat and discuss at the same time. Do you approve of this? I will deal with Devon's who set up a wonderful luncheon at very low cost for our Staff Development Day.

I have met with the staff of each library (and Technical Services) to discuss responses to the Staff Survey and get feedback on ways we can improve. I have sent letters of invitation to community leaders whom we identified as good prospects for the Planning Committee. I still am waiting for a few answers.

**Workshop approval:** Sheila Maxwell, our Systems Administrator, requests approval to attend a Fred Pryor workshop in Lafayette (\$99) on handling multiple priorities. I would like your approval to send her to this workshop.

**Transfer of building repair funds:** Last month, you approved paying for a heating pipe repiping project at DeMotte from LIRF. Instead of taking the money from the actual LIRF (Library Improvement Reserve Fund), we have taken it from the \$30,000 in 3.94 of the Operating Fund. This money is earmarked for transfer to LIRF at the end of the year. We decided the bookkeeping would be easier if we paid for the project this way and simply transferred less at the end of the year.

**Finances:** Expenses this month ran \$3,304 *below* the monthly budget we set for ourselves. We have still spent about \$15,000 *more* this year than we planned to spend by the end of July. We hope we can keep whittling that amount down! In August we will purchase 8 computers to replace our under-powered cd rom/online workstations. That will be a major expense.

**Staff Development:** Staff attended a very helpful "Intermediate" Reference workshop and a less helpful workshop on weeding library collections. Kathryn felt she received much useful information from her Volunteer workshop.

**Marketing the library:** Each library has purchased a camera for staff use for promotional purposes, at the suggestion of the local newspaper publisher. We will submit our own photos for the newspaper, and see if we can get better coverage of library events..

Charlotte spoke on the local radio station about summer reading programs and children's programming in general.

The Marketing Committee purchased a Tiger costume. The Tiger will become the library mascot, to make appearances at library booths at Little Cousin Jasper, local expos, etc. A contest will probably be held to name the tiger.

**System Administration:** Sheila has begun researching Y2K compliance of our CD-Rom products. Other Y2K compliance upgrades have also been researched and installed. Sheila has also been working on USF (Universal Service Fund) forms. This takes an incredible amount of time.



**Building maintenance:** During the extremely hot weather, the Rensselaer library heated up about 5 degrees above set point in the afternoons. Precision Controls told us this was to be expected.

I am contacting NIPSCO and Precision Controls to begin investigating why DeMotte uses almost twice as much electricity as Rensselaer when the buildings are approximately the same size with the same type construction. (1997: DeMotte 3624 kwh, Rensselaer 1990 kwh; 1998: DeMotte 3068 kwh, Rensselaer 2006 kwh).

Wheatfield's air conditioning problem has been resolved. We will most likely contract with Hamstra for a replacement of Wheatfield's rubber roof at a cost of \$4130 plus the cost of a warranty. We are waiting for specifications from Hamstra on the rubber sheeting quoted and the cost of the warranty. A local builder inspected the attic area for structural damage or soggy insulation due to leaks. He found none. Therefore, we do not expect hidden costs in this project.

**Technical Services:** Technical Services has completed the AV inventory with the cooperation of staff at each library. Everyone pitched in and the job was done. The department has begun the inventory of all children's materials now.

A Tech Services accomplishment which patrons will appreciate is a listing of all Books on Tape owned (or leased) by JCPL. Patrons have been asking for this for some time, but Jen just recently found the time to experiment with generating such a list. It involved major reclassifying of the cassettes. A list of videos was also produced. These lists will be updated every other month.

Tech Services is sending overdue billers twice a week now. Some patrons complain they don't get overdue notices soon enough. This will ensure that everyone gets a notice within 2-3 days after an item is one week overdue. It is too expensive to send notices any sooner (although some will still request it).

**Rensselaer:** Summer reading club was successful beyond all expectations. Rensselaer is approaching the kind of attendance DeMotte has come to expect, for the first time. Each program had 115 to 120 in attendance. 125 children read at least the required number of books (last year 79). This year, 63% completed the program, as compared to 48% last year. On one summer reading club day, a record 1,914 items were checked out! This is a record.

Kathryn, Glenda, Sharon and Patty are working as a team to begin a systematic weeding of the adult materials in the library.

Helen Putman, 1st grade teacher, is spending 32 hours at the library in a School to Work grant program. She observes staff and interviews many of us to discover what our duties are. She will incorporate what she learns in her classroom activities.

After the summer reading program ended, Jackie began a program which offers children a chance to win a free circus pass to the Rotary Club-sponsored circus coming to Rensselaer. For each book read, children's names go into a jar for a drawing. Fifty children will win free \$5.00 tickets donated by Rotary.



**DeMotte:** DeMotte will be closed on Saturday, August 14, for the Arts and Crafts Festival sponsored by the Friends of the Library. It is necessary to close the library for several reasons. All staff are required to work at various festival tasks on that day. A book sale is held in the library's story time room. The Rotary Ramble uses the library as their headquarters and reporting station, and the food and finish line are located in the main parking lot behind the library. Streets around the library are blocked off all morning. Parking lots are used by festival goers.

After the summer reading program ended, Charlotte instituted a two week "brush up on your reading" program for elementary school children. For each book or magazine a child reads, his/her name will go into a drawing. After the first five items read, children also receive a kids' meal at KFC.

**Wheatfield:** Staff is shifting shelves, filling previously unused bottom shelves, to make more room in the adult sections. This is not a perfect solution to the crowding, since bottom shelves are hard to read and to reach, so books there circulate less than others.

With meeting room space at a premium, the library finds it necessary to take stricter measures with scout troops who want to schedule the entire 2000 calendar year in addition to the last few months of 1999. A notice has been posted saying that scout leaders may only reserve the meeting room for the 1999-2000 school year. In July 2000, they may reserve the meeting room for the next school year. Other types of meetings are held at less popular times and are not restricted at Wheatfield in that way.

Because each library has different problems and different needs, meeting room scheduling rules are different at each library. If you would like to know how each library handles this, I would be glad to explain at the board meeting. Occasionally, we have patrons who are irked by rules they consider unreasonable.

**Director's Activities:** Gathering statistics for consideration by the Long Range Plan Committee, analyzing staff surveys and discussing them with staff, and dealing with building problems were my main July projects. I have attended an ISLAC (Indiana State Library Advisory Council) meeting, a directors' meeting, a management meeting, budget meeting with a representative of the IN Board of Tax Commissioners, and DeMotte, Rensselaer and Tech Services staff meetings.

I will take be out of town on vacation from Friday, August 13 through Sunday, August 22. During my vacations, each agency or departmental librarian is responsible for her own building problems. When emergency decisions are needed, agency librarians confer with each other and with Gail and, when necessary, the board president, before making decisions.

**Please** contact me if you are unable to attend the August board meeting or if you have any questions about material in your packet. Please make every effort to attend, since Anne-Marie and Joan will be absent. We need our quorum!

Lynn



## Director's Report

### August 1999

**Budget Adoption:** You will need to vote to adopt the Year 2000 Budgets as follows:

Library Operating Fund: \$1,337,771 budget with a tax rate of \$ .2341  
Library Debt Service Fund: \$433,950 budget with a tax rate of \$ .1129  
Library Improvement Reserve Fund: \$55,000 budget with a tax rate of \$0  
Library Capital Projects Fund: \$70,000 + an operating balance of \$97,961 to be used for future allocations with a tax rate of \$ .0419.

**Board Secretary Appointment:** The Board president will appoint a person to fill Don Abel's position as board secretary for the remainder of the year.

**Long Range Planning Process:** We accomplished a good deal at the first Planning Committee meeting. The committee identified the basic community needs they see and is now ready to determine which of these needs the library can have some effect on. The final meeting will be the evening of September 22. Jill Tachtiris, Linda Thompson, and Patty Stringfellow are staff representatives on that committee. Community members include Jody Melton and Nicole Haberlin of DeMotte, Laurie Patrick of Wheatfield, and Susan Murray, Don Steiner and Christine Houghton of Rensselaer.

**Finances:** Expenses this month ran \$9, 952 below the monthly budget we set for ourselves. We have still spent about \$5,712 *more* this year than we planned to spend by the end of August, but that amount continues to decrease. We're happy! We earned \$1704 on a CD which matured this month. Other CDs will mature in September and November.

Gail spent a good bit of time on personnel recordkeeping, COBRA notifications, insurance adjustments this month. Nine positions were vacated as a result of resignations or interdepartmental transfers. (See salary ordinance update.)

Gail has had a volunteer working several hours this month to help her catch up on work.

We replaced our public copiers at DeMotte and Rensselaer for \$2502 each. We received a total of \$826.25 on the sale of the old copiers, for which we held a silent auction. We also sold an old piece of unused computer equipment to Ancilla College for \$111. We had advertised this piece of equipment over the INCOLSA mailing list.



**Staff Development:** Sheila attended an Automation Counterparts Meeting at North Judson. Marlene and Glenda provided a mini-workshop for staff on genealogy cd-roms in the library.

**Marketing the library:** Staff from all three libraries manned a library booth at the DeMotte Arts and Crafts Festival.

A "Show Your Library Card" campaign will run from September 27 to October 1. During this time, 26 Jasper County businesses will encourage patrons to show them their library cards and get special gifts or discounts on merchandise. The Marketing Committee has worked hard on this effort. Each library will also have some kind of in-house drawing for patrons during the week.

**NILBA and District Meetings:** The NILBA (Northwest Indiana Library Boards Association) dinner will be held at the Library Service Center of the Westchester Public Library in Chesterton on Wednesday, September 29. A wine and cheese reception in the Township Historical Museum at 6 PM will be followed by dinner upstairs in the meeting room at 7 PM.

The program will consist of an exercise to identify the strengths, weaknesses, opportunities and threats facing Indiana's public libraries and will be led by the president of the Duneland Chamber of Commerce. Since we are engaged in a similar exercise in our own Long Range Planning process, this program seems especially appropriate for us right now. Please check your calendars so you can tell me if you are able to attend. As usual, the library will pay meal and travel expenses for board members. If you wish to bring a spouse, you pay only for the spouse.

**District Meeting** is held at the University of Notre Dame on Tuesday, October 12. I need to know at the board meeting if you wish to attend. Several staff will be attending. Unfortunately, the trustees' program is scheduled for 7:45 AM - 9 AM. It is entitled "Practical Ideas from the Field: Come and hear how other Indiana Library Trustees deal with director evaluations, Internet policies and much more."

Programs throughout the day which might interest you include ones on religion and intellectual freedom, Indiana Public Library Certification, web-based reference service, Interlibrary Loan, self defense and safety for library staff. Luncheon speaker is Jeanne M. Dams, author of a number of mystery novels, including some set in South Bend at the turn of the century.

**System Administration:** Sheila purchased 8 new Dell pcs which should arrive soon to replace the public cd rom/online workstations. She vacuumed the insides of all pcs and servers, and cleaned keyboards and monitors at all branches. She handled a large number of troubleshooting requests for assistance.



We have six new network connection sites in our libraries, funded by our LSTA grant. These will allow us to add computer workstations at several staff desks and in all three meeting rooms.

Our web page files now run off our new web server software, so that they are y2k compliant.

We received Universal Service Fund approval for \$2,541 in reimbursements for discounted telephone service January through June 1999, thanks to Sheila's efforts.

**Building maintenance:** Very oily heating water was discovered when Precision came to do summer quarterly maintenance. Water filters were changed. Chem Tech (provides the chemicals and the water quality testing we need) was called in. Tests are being done to determine the reason for the poor water.

**Technical Services:** Inventory of the children's books was the focus of activity this month. The staff spent 9 days inventorying. Following this, reports of missing books were printed out by Galaxy and staff spent time searching for these books. This did not keep staff from adding new books & other materials (547 titles, 981 volumes) to the libraries' shelves.

Jen Evers, Technical Services Librarian, is head of both the Home Page Committee and the Automation Migration Committee. Both groups met this month. Updating and improvements to the library's webpages is a continuing process. The Migration Committee is scheduled to meet again in September, examining the RFP's (Requests for Proposals) used by other libraries to describe exactly what they want their new automated system to do for them, etc. We will then detail what we want an automated system to do for us. This will be a first step to determine whether we must move to a different system, and, if so, to select the system.

**Rensselaer:** Staff changes took a good bit of Patty's time this month. At present, all but one position are filled and training of new staff is underway.

Program planning for the remainder of 1999 and for next year is underway. Highlights for this fall include a Friends of the Library call-out in November, the Festival of Music in December and a program on Job Hunting on the Internet, to be provided by Linda Bevac, Director of Career Counseling at St. Joe. The present officers of the Friends have indicated that they will resign their positions and turn over the Friends bank account when new officers are elected. Until then, they seem to have no interest in working on library projects or donating any of their funds for library activities.

The book discussion group is functioning well, under the leadership of Kathryn and Sharon. Kathryn will be organizing our library volunteers to do "reading times" with the residents of the Rensselaer Care Center. The staff of the care center is excited about this new venture. Kris Mays has also met with Care Center staff in her role as coordinator for our Walking Books program. She



made arrangements to visit the care center every 3 weeks to check out library materials to a few interested residents.

**DeMotte:** DeMotte staff helped direct vendors at the DeMotte Arts and Crafts Festival and worked at the festival information booth, as well as helping to man the library's own booth.

A two week "Brush Up on Reading Program" for school children was held just before school started. Surprisingly, 60 readers read 864 books during that time! Library Bingo for adults finished at the end of August, with 16 patrons receiving bingos.

Teacher Reachers, our annual newsletter for teachers, were distributed to local schools. Charlotte and Rachael worked on a newsletter/Teacher Reacher for home schooling parents.

The staff will be taking on new responsibilities and making decisions as a team during the months they are without an Agency Librarian.

**Wheatfield:** The contract for a rubber roof is signed (\$4,330), as is one for the replacement of a broken panic bar on the entry door (\$972). Hamstra Builders will handle both jobs. We found that a warranty is not an option when rubber roofing material is applied on top of a previous roof.

We have volunteers offering to purchase new US flags for the library when needed and others offering to put the flags up. We appreciate the community spirit.

The security company for the new gypsum plant used the Wheatfield meeting room for interviewing purposes and were most appreciative.

**Tax Abatement Hearings:** Three hearings are described on the enclosed announcements. The board needs to determine whether you want to be represented at these hearings.

**Director's Activities:** Meetings this month included a Migration meeting, long range planning meeting, management meeting, and meeting with DeMotte staff. Preparations for the long range planning meeting took a good part of my time as did building maintenance and personnel issues. I was on vacation one week.

***Please*** contact me if you are unable to attend the September board meeting ***at Wheatfield*** or if you have any questions about material in your packet.

Lynn

## Director's Report September 1999

**Long Range Planning Process:** The committee has completed its work, *sketching* out areas they feel we should target as goals for the next few years. The staff will now create goal *statements*, then refer them back to the Planning Committee to determine that these are, indeed, the goals they had in mind. At that point, we will bring the goal statements to the board for approval. If approved, staff will work to produce action plans that will help us reach those goals. Those also will be brought to the board.

**Finances:** Gail successfully tested the Disaster Recovery procedures for the financial accounting program. These are the procedures and safeguards which will protect our data if the computer crashed, etc. It was nerve-racking but a good learning experience. It pinpointed the need to replace our backup drive.

Our financial picture, while not rosy, is not bad. We are only \$3,420 over the reduced budget we set for ourselves. Previously, the picture looked bleaker because we did not take into account the \$11,676 we spent, but were reimbursed for various reasons.

Our budget hearing was Tuesday, Sept. 28. We will probably still not get formal approval to spend our 2000 budget until the Tax Board's February 15 deadline.

**Staff Development:** Sheila attended a workshop on managing multiple projects and meeting deadlines. This skill is crucial in her position, as you will see when you read the section on System Administration later in this report. She is already very organized and efficient, but will try to improve on those skills.

Several staff attended an ALA symposium on how libraries and the role of the librarian are evolving in the technology age. Sheila, Jen, and Diana felt the thoughts on planning were very informative, coming at the appropriate time as we begin our automation migration project.

Gail attended a Record Keeping Compliance Workshop for Human Relations personnel. All staff involved in hiring personnel then met so Gail could share the valuable information she gleaned. We will be putting some of the recommended practices in our procedure manuals.

**Marketing the library:** The Library displayed informational items about our library on Saturday, September 11, at a booth at Little Cousin Jasper Festival. Because such booths attract very few people, the Marketing Committee has decided to eliminate their booths in future years. They will continue to



participate in Community Business Expos. Hopefully, next year we will also have a library entry in the Little Cousin Jasper Parade.

Results of the "Show Your Library Card" week are not yet in. I heard employees and patrons of a DeMotte store discussing the bargains for the various days. Diana reported that many Wheatfield patrons had taken the lists of stores with the "free" or "reduced" offers to those who showed a Jasper County library card.

**NILBA Meeting:** The program at the NILBA dinner was very informative. I am sure Anne Marie will want to share some of it with you.

**System Administration:** Sheila realized this month that she had far more to do than she could accomplish. We discussed possible solutions. We gave staff some first steps to take on their own to solve their computer problems. This will cut down on the number of emergencies Sheila must attend to. We also hired Emily Whitlow for 10 extra hours (for the rest of the year) as a Library Assistant I in Technical Services. (She presently works as a Library Assistant II, as the library's "floater", 20 hours per week.) Stephanie will then work 20 hours per week for Sheila, in addition to 20 hours per week as Technical Services Assistant II. This will relieve pressure on Sheila, while insuring that technical services processing of new materials continues uninterrupted.

**Building maintenance:** Precision replaced a boiler relief valve at Rensselaer, cleaned the boiler and packed leaking valves at DeMotte. At Wheatfield, the rubber roof was installed and a crash bar on the front door replaced. At DeMotte, bathroom locks were repaired and a peep hole was installed in the staff entrance to the building. A roof repairman has been contacted about wet ceiling tiles which appear to be roof problems rather than pipe problems.

**Library Automation Migration:** For those of you to whom these are foreign terms, our *library automation system* is the computer system through which we catalog, circulate and allow patrons to search for materials in our collection. We are warned that a system lasts only for 4 or 5 years. We have used our present Galaxy system for 7 years. It is time to determine whether we can upgrade this system or must migrate to a different system (almost a certainty) and which automated system will best meet our needs. Several staff as well as Anne Marie and Mark serve on this committee. Jen is presently using our efforts from our last migration meeting to write a Needs Statement. Once we have agreed on what we *need* to serve our public well, we will begin visiting other libraries to look at different automation systems. We will try to determine which systems come closest to meeting our needs. At that point we will write a Request for Proposal and send them to vendors.

**Technical Services:** In addition to cataloging and processing a large number of titles, including many audiovisual titles which take considerable time and effort, Jen worked on updating the library's webpage and writing procedures. New procedures for Technical Services have been needed for years. Jen has made remarkable progress on creating these. The Technical Services



Department continues to work smoothly and efficiently, sending out new materials in an extremely timely manner.

When we began our association with Unique Management, our collections agency, we asked them to retrieve for us only items which were no more than 90 days overdue. They have much greater success getting these items back for us than items which have been overdue longer. We are now getting ready to send them all the long overdue accounts from 1997 on. Letters have gone out to patrons still in possession of these long long overdue items. This week, those who do not bring them back will be sent to collections.

**Rensselaer:** Patty Stringfellow's father died suddenly last week. The library sent flowers in the name of the staff and board.

Noting that shelves were in deplorable order, the staff organized a mass shelf reading plan this month, dividing into teams to get all shelves read. Great progress has been made on this task. After shelves are in order, shelves will be maintained by pages and hand-picked volunteers.

Speaking of volunteers, Kathryn Weed organized a Volunteer Recognition Luncheon, complete with tablecloths, flowers, and small gifts for 18 persons, with advice and serving utensils from Mary Linda Casey. The volunteers were honored for donating 496 hours of volunteer time (the equivalent of 12.4 weeks of work) in the past 11 months. Louise Warne provided an excellent dramatic presentation of the book The Education of Little Tree as entertainment.

In the works is a staff trip this fall to St. Joseph's College to view the rare books collection on display there. In the spring, the staff is planning a visit to Baker & Taylor Co. in Momence, Illinois. Baker and Taylor is the book distributor from whom we obtain about 85% of our books. We made staff visits years ago, but most of the present staff have never visited this facility. Staff from other branches will also be invited to participate in these trips.

**DeMotte:** The most serious occurrence of the month was the power outage that took out DeMotte electrical (and our telephone and computer) power for most of the day September 27. The library closed at about 12:45 PM and did not reopen until the next morning. We were lucky that our Precision Control mechanic was in the building at the time. When the quick succession of power surges came, he was not able to get everything turned off in time, but at least we knew that we were leaving the building in a safe condition. Nevertheless, we lost one microwave, the power board for our heating/air conditioning electronic controls, the Flame Safe Guard control on the boiler, some surge suppressors and a galaxy dumb terminal.

The next day, Precision Control and an electrician managed to restart our air conditioning system and our computers. We are still waiting for replacement of some major building surge protectors, and the boiler control which will allow us to heat the building. Our insurance should pay for most of the damage. Sheila has ordered 13 new surge protectors with lifetime warranties to replace some



of the suppressors which have outlived their usefulness. We are considering finding someone to study our buildings and determine whether we can do more than at present to safeguard our machinery and equipment.

The *strangest* occurrence of the month, also at DeMotte, was the phone call Charlotte received from a man representing himself as an attorney handling the estate of Merlin Karlock. According to this man, Mr. Karlock left the DeMotte Library \$75,000 in his will to be used for children's materials, equipment and services. The attorney's plan was to Fed Ex paperwork to be signed immediately and returned with the Fed Ex carrier. When Charlotte indicated she would not be at work to receive the paperwork the next day, the attorney made an appointment to meet us at the library at a specific time the following Monday. At this time the paperwork would be signed and he would deliver several camcorders, VCRs and computers which were also part of the arrangement.

Further investigation, including calls to our attorney, to the courthouse in Kankakee and to Mary Martin Emmrich, Newton County Librarian, who received a very similar call, proved that the call was a hoax. Mr. Karlock is very much alive. I have sent him a letter informing him of the calls which are using his name in a fraudulent way.

In the midst of all this, we are still searching for a new Agency Librarian. Nursery school visits and toddler times have started.

In a ceremony attended by DeMotte Friends of the Library, the DAR and some staff, I accepted a flag from the DAR, to be displayed in the main area of the DeMotte Library.

**Wheatfield:** Tile floors were stripped and sealed for the first time in 5 years. Story hours have begun. Diane has begun reading to day care classes and elementary school classes again.

**Flower Fund:** Money in our flower fund needs to be replenished. All staff and board are asked to contribute \$5.00 for this purpose. It is used to send flowers or other appropriate items to board members, staff, and their close relatives in times of serious illness, hospital stays, or death.

**Director's Activities:** I have been active in Rensselaer Rotary Club for several years, so that I can meet business people in the community and help determine how the library can help them and how it can attract them. My activities this month included working at the Rotary Porkburger booth and the library's booth at Little Cousin Jasper.

During this month, I took part in a management staff meeting, a migration committee meeting, a long range planning committee meeting, a northwest Indiana directors' meeting, a meeting of MAC (INCOLSA's Member Advisory

Council), the meeting on hiring procedures, and the NILBA dinner. I also interviewed two persons for the DeMotte librarian position.

**Workshop Approval:** Children's Services personnel were not able to attend the two day ILF Children's Fall Conference this year. Charlotte would like to attend a one day young adult workshop, put on by the Bureau of Education and Research and featuring Michael Cart discussing young adult literature. Cost: \$159. I would like authorization to send her to this workshop.

***Please*** contact me if you are unable to attend the October board meeting or if you have any questions about material in your packet. And please remember that this meeting will begin with an executive session to discuss my job performance evaluation.

Lynn



## Director's Report

### October 1999

**Finances:** In light of possible Y2K problems, we need to decide whether our funds will be safer in a CD or in our repurchase agreement account (where everything over about \$30,000 is invested nightly by the bank and returned to our account in the morning). The banks tell us that they are ready for Y2K, but is there still some risk? We would like your thoughts on this.

**Staff Development:** Some staff from each library attended the District One Conference and felt the programs were helpful. Jackie and Charlotte planned a meeting of their Children's Services counterparts from the other smaller libraries in northwest Indiana and had a good turnout and a good discussion.

Several staff at Rensselaer watched a videoconference during which a visionary librarian dreamed of "Building Earth's Largest Library", using the amazon.com website as a model. The videoconference has stimulated thought and discussion in the library world as we try to create a library service that will come closer to meeting all the needs of our taxpayers.

Several staff attended a workshop on future technology called "What's the Buzz?" As Sheila notes, "<It> was a terrific workshop! I love learning about the new technology that is being created... (we saw an e-book, an MP3 player, and a GPS device for trip navigation). They discussed many other technology trends: convergence, automated homes, Linux, USB devices, DVD, various plug-ins, IP video, biometrics, and Internet2. I came back with excellent handouts....and they gave lots of web addresses and interesting computer quotes and statistics."

Diana attended a workshop on "Searching MEDLINE Efficiently", learning how to do extensive searches to find information.

Several staff attended a workshop I gave on library budget and finance.

**Marketing the library:** Marlene and Glenda, in charge of local history and genealogy collections at DeMotte and Rensselaer, wrote a newspaper article featuring their special local history collections.

Diana reported that winners from the "Show Us Your Library Card" promotion at Wheatfield were thrilled to have won. Businesses felt pleased with the promotional effort also.

**Technology Grant:** About 2 weeks ago, we received the LSTA Technology Grant Application 2000. Application deadline is December 6! Only \$5000 grants are available for individual libraries or school corporations. \$25,000 grants are available for libraries wanting to form a consortia similar to NICCL which we joined this year. \$20,000 grants are available for innovative technology related grants.



We are not certain that we could qualify for any of the grants to individual libraries. We will look into this further. We could apply for a grant to help us digitize (adapt for the computer) our General Milroy document collection. We would like to digitize our collection at some point. This next year is not the time, however. We do not have staff to devote the time.

We *could* apply for the innovative grant. If you will read Goal 2 under Information Literacy (R 21) in the proposed Long Range Goals, you will see that this goal charges us with gathering all the computer trainers, etc. in the county to find a way to bring affordable computer training to Jasper County residents.

On November 3, at 4:30 PM, we had (by the time you read this) a brainstorming session with representatives of our library, the 3 school corporations (including Tri-County), the college, Manpower, Inc., Crosswinds, Fairnet, KV Workforce Development, Adult Education. I will update you on the results of that meeting at the board meeting. If we have a semblance of a plan in mind, I would like the board to vote to apply for the grant funds, so that we will need only the signature of the board president when we have the application completed. The "innovative" grant applications can be submitted in abstract form. They will be considered at a later date than the other grants and specifics do not need to be determined until the State Library indicates it is interested in funding the project.

**System Administration:** Some of the disaster recovery software and hardware was installed by Xcel this month. The firewall installation did not go as well. Xcel will install it on their own time, since it is a product they are not acquainted with and they feel it will be a learning experience. We have received our authorization for the Year 2 Universal Service Fund discounts of between 50% and 55% on our telecommunication monthly charges.

Sheila was a part of a committee developing a Technology Guidelines manual for NICCL. NICCL gave a presentation at the ISLAC meeting I attended, highlighting the manual and the work of the consortium. The state library community was very impressed and copies of the manual disappeared immediately into eager hands. The State Library is using NICCL as an example of how other groups of libraries can use technology grant funds.

**Library Automation Migration:** The Committee will be visiting libraries to examine their automation systems during November.

**Rensselaer:** Children's Librarian Jackie Saxon had a baby girl this month. She will return to work in January. Lisa Rusher, her assistant, has taken over some of her responsibilities for school groups visiting the library and special programs such as the Halloween After-School Program.

One of the biggest October events were the class visits from Rensselaer Middle School 6th graders--all 147 of them. They actually attended three mini-programs at the library, coming in small groups. Lisa showed them the Young Adult Room and gave a book talk. Glenda introduced them to the Genealogy Department and fascinated them with the newspapers on microfilm. Patty showed them how to use the library's online and CD ROM databases.

Kris Mays made her first visit to the Rensselaer Care Center for a "story hour". She will go biweekly and work out the bugs in the program. Eventually, we hope to find a



volunteer who would enjoy that experience. We currently have a dozen active volunteers helping Rensselaer staff with a variety of projects.

The Friends Call-Out is November 11. We hope to interest a number of persons in revitalizing this organization.

**DeMotte:** I have had two good candidates for the DeMotte Librarian position; however, both have decided to look elsewhere. Staff are doing a great job of continuing the services the community expects.

We are still waiting for replacement of some major building surge protectors. We found that our insurance company will not have to pay for our damages from that electrical outage.

**Wheatfield:** Dee created a Business Books bibliography to be used as a handout during a program on How To Start a Business, to be offered by Dianne Richardson, CPA, on November 9.

**Patron assessment for damaged books:** Yesterday, a Wheatfield patron notified the library that a fire in her home had destroyed everything, including a number of library books (24). She says she had no insurance. The replacement cost of the books is \$410.56. The processing fee we charge patrons for books they have lost or damaged beyond repair is \$112 (\$5.00 per item). The total charge against this woman's account is \$622.56. We are presently investigating to be sure that the fire occurred as described. Do you want us to make special arrangements or charge the patron in full?

We could waive the processing fees completely. We could allow the patron to work off the fees at \$5.15 per hour of work if she would prefer this to paying for them. Thus far, we told the patron that we would get back to her at a later date on this matter.

**Director's Activities:** Along with several Rensselaer staff, I participated in the March of Dimes fundraising Walk on October 10. Meetings included a goals-writing meeting with three staff who participated on the planning committee, a management meeting, an ISLAC (Indiana State Library Advisory Council) meeting, hosting the regional INCOLSA meeting, a migration meeting, a directors' meeting in Hammond, and a Leadership Conference in Bloomington. The focus of the conference this year was Preparing for Disaster Recovery at your library. I interviewed an applicant for the DeMotte librarian position, and offered the budget/finance workshop for staff.

**Christmas Party:** Do you want to have a board Christmas party this year? In the past board members have sometimes brought snacks and hors d'oeuvres to board meeting. On other occasions, we have met at the Pub for dinner (but we cannot meet on a Monday, since the Pub is closed on Monday).

**Please** contact me if you are unable to attend the November board meeting or if you have any questions about material in your packet. And please remember that this meeting will begin with an executive session to discuss my job performance evaluation.

Lynn



## Director's Report

### November 1999

**Election of Officers:** The election of officers will be held at the December board meeting. The slate: Roger Walstra, president; Jim Staton, Vice-president; Sue Deardorff, secretary; Mark Heinig, treasurer. Following the election, the board must appoint a board member to act as Assistant Treasurer when the treasurer is not available to sign checks.

**Rensselaer Air Conditioning Repairs:** We must make a decision on the route to take in resolving air conditioning problems at Rensselaer. After the last board meeting, I sent you a brief synopsis of all our HVAC (heating, ventilation, air conditioning) problems. I am enclosing a second copy of that in your packet as well as another copy of the letter detailing the options from which we must choose.

**December 27 board meeting:** We have our end of the year board meeting set for December 27. At what time do you want to meet? We need only four board members for about 10 minutes. I could meet in the morning. I cannot meet in the afternoon since I will be taking my mother to the airport. Since she leaves at 3 PM, I could probably be back in time for a 7 PM meeting. If it is impossible to get 4 people, we can choose another day that week. Think about it.

**PLA:** Do any board members wish to attend PLA with us? I will bring a program to board meeting again in case you want a second look. I would like to make plane reservations before prices go up further.

**Staff Development:** Four staff attended a satellite videoconference at Rensselaer Library for library support staff. Several others attended an INCOLSA workshop held at DeMotte Library on Basic Legal Reference techniques and resources. Some also attended a reference workshop entitled "Listening to our Community", held at the Greenwood, Indiana public library. This focussed on the needs of young adults, persons with disabilities and the business community. Charlotte attended a 2 day conference on young adult literature which was excellent.

Sheila attended a Universal Service Fund workshop, providing instruction in how to fill out the Year 3 USF forms.

A number of the Rensselaer staff visited St. Joseph's College Library to view the rare book collection on display there and to learn about the library's government documents department and how they can be of use to our patrons.



Lastly, Gail attended a very informative workshop on COBRA and HIPAA insurance regulations, offered through Financial Arts Inc. of DeMotte.

**Marketing the library:** Each library, in its own way, provides a changing display of library materials each month. The display may feature children's books, fiction with winter themes, good fiction and nonfiction about World War II, etc. Staff are very creative in setting up these displays. Patrons are attracted and check out many of the books or other items. It's a good way to interest people in something other than our new book sections of the library.

**Technology Grant:** We applied for two LSTA (Library Services and Technology Act) grants for year 2000. One is the computer training grant which we hope to implement with the help of the school corporations, Remington Library and computer trainers in the area. (Copy is enclosed) The other is a \$5000 grant for LAN (Local Area Network) equipment upgrades.

Those who worked on the computer training grant brainstorming sessions noted that it was exciting to see how many people care about computer education in Jasper County and to hear different perspectives on the issue.

In addition, Sheila filed for Year 3 USF (Universal Service Fund) monies. These funds, if granted, will give us an approximate 53% discount on monthly charges for our local and long distance phone service, pager service, e-mail service, and on upgrades to 4 file servers, a network upgrade to Novell 5, 4 switches and 15 cable connections. In year 1 of USF, we received discounts only for the phone, pager and email services. We received no money for equipment or network upgrades. In year 2, however, we received all the discounts we requested. This makes us hopeful that the same will be true in year 3.

The second good thing about the USF is that in using the prescribed application procedure, we notify vendors of the services or equipment we want. They then call us to bid on the services. Last year we saved quite a bit on additional wiring for computers, because a company previously unknown to us bid much lower for the work than the company we dealt with previously.

**System Administration:** The firewall installation is still on hold as Xcel tries to learn how to install it.

In addition to spending many hours on grant applications and USF forms, Sheila has been concentrating on the completion of Y2K upgrading of computer software. She has been checking surge suppressors, replacing old ones and putting new ones where equipment was previously unprotected. She has enlisted the aid of Steph Filson and Sandi Hesterman to help her complete the Y2K updating. DeMotte is now complete.

**Library Automation Migration:** The committee has visited two libraries, with other visits to be scheduled.

**Y2K:** Our Y2K committee has completed preparations. On December 30 at the branches and on Dec. 31 at Rensselaer, staff will turn off all equipment and



unplug surge suppressors from outlets (to protect them in case of massive electrical jolts.) Refrigerators will be cleaned out and unplugged. On January 1, appointed staff will come in to test equipment and determine if problems exist in the buildings. We are backing up all networks and taking tapes home with us.

We will open if we have heat *and* electricity, but not water. If we have no heat or have no electricity, we will remain closed. Before the end of the year, we will review all emergency procedures. We have written procedures for operating without telephones, if necessary, or without the network between the libraries or without Galaxy.

If we have Y2K problems, we should be prepared to deal with them. If we do not have Y2K problems, staff will be better prepared to deal with other building emergencies when they occur at other times. And the refrigerators will not suffer from being cleaned!

**Rensselaer:** The staff's big project this fall has been to "shelf read" the entire collection. Shelf reading involves putting all books in order on the shelves. This project was finished this month and the staff is very pleased. A team weeding project continues.

**DeMotte:** The DeMotte Friends honored Jill for her 15th anniversary at the library this year, and Renee for her 10th year next year. They provided a luncheon for all staff and gave Jill and Renee beautiful bouquets of flowers, and certificates to purchase a book up to \$25 to be placed in the library in honor of their employment.

**Wheatfield:** Diana contacted the patron whose library books were burned in a fire. She was very grateful to find that charges had been waived and asked Diana to thank the Board for her.

The Friends gave the library a \$200 check to purchase videos and CDs.

**Technical Services:** When we first sent patrons with long overdue materials to Collections, in November 1998, we sent only those whose books were no more than 90 days overdue. At the beginning of November 1999, we sent to Collections those patrons who had long overdue books from the beginning of 1997 to November 1998. We are seeing some response to our action as some items are now being returned. We expect to see fewer of these books return than the ones which became overdue later. Many of these borrowers may have left the area.

The final phase of the inventory of our collections began December 2. By January we hope to have the inventory completed. This will be the first complete inventory of our collections in 7 years. After this, Jen will arrange for the inventory to be completed in sections over a 4 year span. Doing this all in one year is a big undertaking.



**Director's Activities:** I spent considerable time working on the computer training grant, arranging the brainstorming meetings and the grant writing meeting. I worked one day at DeMotte.

I completed performance evaluations for all but one of my staff. I attended our monthly management meeting, an INCOLSA semiannual board meeting, and a northwest Indiana directors' meeting.

I also am working on a committee of persons from Jasper, Newton, White, Benton (and possibly other) counties to help develop an initial CAPE planning grant. This grant is connected to Lilly Endowment and is for the purpose of finding ways to improve the educational attainment of persons in our counties. Computer training needs of the community could also be addressed as a part of this initiative.

**Christmas Party:** Remember that we will meet at Devon's Restaurant (in the shopping center with Walgreens and Sears, etc.) at 5:30 PM on Monday, Dec. 13 for our Christmas dinner.

***Please*** contact me if you are unable to attend the December board meeting or if you have any questions about material in your packet.

Lynn



## Director's Report December 1999

**Salary Ordinance:** The salary budget as listed in this salary ordinance is \$3,596.74 over budget. However, the top starting salary for the DeMotte librarian is included. We do not yet have someone to fill that position and will not be paying that salary for the month of January (at least). When we do fill it, we will probably not be offering that top salary. In addition, Charlotte Fagen's salary is figured at \$1.00 per hour over her regular salary because she is acting as DeMotte librarian in the absence of a librarian. That extra \$1.00 per hour (\$2080 per year) will be eliminated when a new librarian is hired. Therefore, the ordinance is somewhat inflated.

**Workshop Approval:** I would like approval for Renee Carr, who does all our newspaper and newsletter publicity, to attend a seminar on "How To Design Attention-Grabbing Brochures, Catalogs, Ads, Newsletters and Reports". Cost: \$149.

I would also like permission to send two persons to the Computers in Libraries Conference in Washington DC in March. We have sent Sheila the past two years. This year I would like to send Jen Evers (Technical Services Librarian) with her. There will be additional travel, meals and registration (\$129 per person) costs, but no extra hotel charges. This conference is the most valuable one Sheila attends each year. She learns much that is of benefit to us. It would be equally valuable to Jen, especially this year as we work toward migration of our automation system.

**Annual Report-- Technical Services and Systems Administration:** Jen Evers, Technical Services Librarian, and Sheila Maxwell, Systems Administrator, will attend the board meeting to bring you up to date on what has been accomplished in the past year and what is in the offing for 2000.

**Rensselaer Air Conditioning Repairs:** Because of the holidays, Bob Jackson (Service Manager at Precision)'s serious illness and my extended, but less serious illness, this has moved slowly. I have received a referral from KV School Corp to a consulting engineering firm in Columbus, IN. I have a call in to them. Precision Controls will also be giving me names of similar companies whom they feel do a good job. We will ask the firm we select to look at the HVAC (heating, ventilating, air conditioning) systems at DeMotte and Rensselaer, review the Precision Control proposals for correcting air conditioning problems, and give us their recommendations.

At the same time, Precision Controls plans to bring a staff engineer down to examine the HVAC systems, study blueprints and give his recommendations. They are not ready to stand 100% behind the proposals they gave us. There is a possibility that the HVAC system was originally designed too large to work efficiently. They may recommend a smaller system to replace what we have.



Our Precision mechanic and technician feel there's a good chance that the air in the system was never properly balanced. This is extremely important for our type of system. They recommend that we hire someone to test the air balance. We may do this within the next month or so also.

It seems obvious that we will not be ready to make a decision on action to be taken to correct the A/C problem until at least the February meeting. If it seems we are ready for a decision sooner, we will need to call a special meeting. If we decide at this time to go one of the two routes proposed by Precision, because of the expense, we will need to request quotes (or possibly bids) for the project.

I have learned that other methods exist for paying for expensive equipment. One of these involves entering into a *performance contract* with a company such as Precision. They would do an audit (free) of our physical plants. This might lead us to make changes in lighting as well as HVAC issues to more effectively use our utility dollars. They find the financing for the project, and we pay back on a monthly basis, using some of our utility dollars no longer needed, for instance, for electricity, to partially pay for equipment purchases.

Although you may want to discuss some of this at the board meeting, no decisions will be necessary at this time.

**Y2K:** We came through this with flying colors. Sheila spent many hours researching the "patches" and upgrades we would need to have y2k compliant computer systems. Sheila and Stephanie and other staff spent many, many hours on computer upgrades. Staff at all three libraries spent time reviewing emergency procedures and taking precautions that would allow us to function in the event of utility problems. We did not have to use our gallons of bottled water, etc. but we all got a good review of library emergency procedures and will be more ready for the next emergency we encounter.

**Rensselaer:** The Festival of Music, involving various musical groups, was planned by Frank Fischer with input from the staff. However, details regarding refreshments, furniture arrangement, programs and publicity were the library's responsibility. Volunteers helped. Approximately 100 attended the program.

An interesting program schedule for 2000 for both children and adults is planned. Regularly scheduled programs include twice-monthly story times by Kris Mays at the Rensselaer Care Center as well as monthly adult book discussions. For children a schedule of story times, after school programs and toddler times is planned. Other special programs include a sign language class series, a program on birds by Ken Murray, financial programs of various sorts, armchair travel programs, and craft programs. Rensselaer will also be offering an adult Winter Reading Program and a special teen reading program.

Kathryn is compiling lists of recommended materials for Spanish speaking patrons. As we have more demand for these materials, we will begin adding them to our collection. Patty will soon be scheduling the field trip to Baker & Taylor Co. in Momence, Illinois.



**DeMotte:** DeMotte has been functioning smoothly the past month. Programs are being planned, repairs are being made, materials are being ordered. Library services to the new Oak Grove Retirement Community have been increased. The staff provided a luncheon for the Friends of the Library after the Friends decorated the library for Christmas.

**Wheatfield:** Last year, the Board approved letting the town of Wheatfield have their own address on the library's web server. Our arrangement was that the town would give us reams of paper to cover their use. They gave us 1500 sheets of paper (3 reams) and used 1415 sheets of paper during the year. The Wheatfield Library has experienced no problems with this service and recommends that we continue this service to the town.

Friends of the Library wrapped books to be given to needy children with the presents provided by the Junior Women's Club.

The KV Garden Club donated \$200 to the library for new gardening books.

**Technical Services:** Inventory is complete. This was a huge task, carried out in a very thoughtful, efficient manner. All cataloging backlog is gone. The migration project is underway. I am sure Jen will have a much more complete report for you during the meeting.

**NILBA Dinner:** You have probably received your invitation to the NILBA dinner sponsored by the Crown Point Community Library Board. The dinner will be at Bon Appetit restaurant in Crown Point, Wednesday, January 26. The program will, undoubtedly, be excellent. Cost \$15.00 (at the library's expense). We need to know by January 19 whether you are going and, if so, if you want Sliced Roast Beef, Breast of Chicken or Filet of Sole.

**Director's Activities:** I spoke at length with a wonderful applicant for the DeMotte Librarian position. She was exactly the kind of person I want. She notified me, over Christmas, that she had accepted a position in a local library in New York. We are back to square one.

**Board of Finance:** The officers of the regular library board are normally elected to hold the same positions on the Board of Finance. You will need to make a motion to that effect.

Normally, the board votes to make the KV Post and the Rensselaer Republican the newspapers to receive our public notices (legal advertisements). This must be decided by a board vote.

We would like to recommend an addition to the Accounting Practices. We would like to add "newspaper subscriptions" to the list of bills which we are authorized to pay between board meetings. On occasion, a newspaper notifies us that a subscription is due to be paid too late to be paid with the monthly bills. The result is that the newspaper suspends delivery until the bill can be paid the next month. We would like to avoid this.



R 20

This is the only proposed change in the Accounting Practices. Other changes noted are changes based on decisions made by the board in previous months (the name of the Assistant Board Treasurer, and the amount paid for health insurance premiums).

**Please** contact me if you are unable to attend the January board meeting or if you have any questions about material in your packet.

Lynn